

STATE TELECOMMUNICATIONS MANAGEMENT MANUAL

State of California
Department of Technology Services

Statewide Telecommunications
and Network Division

Category:

**Acquiring
Telecommunications
Products and
Services**

Chapter Title:

**Telecommunications
Project Delegation**

Chapter Number:

0443.0

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Revision A

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PURPOSE

This chapter provides information and guidelines to request approval for [project delegation](#) for telecommunications projects, equipment, and systems. For information regarding [exemption](#) requests see STMM Chapter [442.0](#). Click the words for information on [exempt](#) and/or [non-exempt](#) state agencies.

POLICY

In compliance with the Governor's Reorganization Plan No. 2 (GRP2) Government Code (GC) Section [11541 \(c\)](#), the Department of Technology Services-Statewide Telecommunications and Network Division ([DTS-STND](#)) provides state agencies advice and assistance in the selection of telecommunications equipment and services.

If a procurement exceeds an agency's delegated dollar limit, the agency must apply separately to the DGS Procurement Division for appropriate approvals. See the STMM, Chapter [0402.0](#), Procurement Delegation.

Non-exempt state agencies must submit project delegation requests in writing for approval by the DTS-STND for **project delegation** or to purchase specific equipment, for the following:

- Video teleconferencing
- PBX or key telephone systems
- Hybrid telephone systems with trunk connections or behind a consolidated system.
- Automatic Call Distributor (ACD), Interactive Voice Response (IVR) and other similar call management systems
- All data transport
- Virtual Private Network (VPN)
- Wireless data network(s)
- Request For Proposal (RFP) or Invitation For Bid (IFB) for telecommunications equipment and services

- Voice Over IP (VOIP) systems and services
- Emerging or evolving telecommunications products and services
- Telecommunications consulting services

The DTS-STND recognizes that a number of agencies have extensive telecommunications management expertise. If sufficient information and justification is provided, the DTS-STND may grant **project delegation** for one or more of the following: planning, design, development, installation, operation, and maintenance. For some products and services, the DTS-STND may not grant **project delegation**; for example, if the requested product or service is of a technical nature considered to need the DTS-STND oversight, or is new in the marketplace.

RESPONSIBILITIES

- **Agency**
 1. Submit a written **project delegation** request to the DTS-STND as described in the Procedures section below. Follow the CATR/ATR responsibilities as noted in [STMM Chapter 0201.0](#).
 2. As part of any **project delegation** request, the agency will:
 - Maintain a file of all **project delegation** purchases and related documents. Upon request, this file is to be made available to the DTS-STND.
 - Maintain informational copies of all Telecommunications Service Request ([STD. 20](#)) forms issued for each **project delegation**. Upon request, make copies available to the DTS-STND.
 - Coordinate with the DTS-STND on the **project delegation** as requested and required.
- **DTS-STND**
 1. Recommends rules, regulations, procedures, and methods of operation to state and local government agencies for obtaining the most cost-effective and efficient telecommunications goods and services available.
 2. Reviews and approves requests for **project delegation** as appropriate.
 3. Coordinates with agencies to help make telecommunications projects successful.

PROCEDURES

To obtain specific **project delegation** authority or to purchase specific equipment, an agency must submit a written request to the DTS-STND. The agency must provide pertinent and specific information on the proposed services and/or equipment, and why they are needed, and the ramifications if the need is not met. The request will describe the following information with enough detail so that the DTS-STND can make a determination:

1. The specific project and parameters for which **project delegation** is being requested, including scope, purpose, timeframes and other related information.
2. The reason **project delegation** should be granted to the agency, including prior experience with projects that fall within the requested delegation.
3. The adverse consequences to the agency or others if **project delegation** approval is not granted.
4. Any additional information that would facilitate the DTS-STND to make a decision on the request.

Fax or mail the delegation request to:

<u>Fax:</u>	(916) 657-9129	<u>Mail:</u>	Department of Technology Services
	Attn: Deputy Director		Statewide Telecommunications
	Statewide Telecommunications		and Network Division
	and Network Division		P.O. Box 1810 STND F-14
			Rancho Cordova, CA 95741-1810
			Attn: Deputy Director

For questions regarding these procedures or other telecommunications issues, please call the DTS-STND Telecommunications Policy and Resource Unit at (916) 657-9150 (CALNET 437-9150).

AUTHORITY AND REFERENCES

[GRP2 GC Section 11541-11544](#)